

# CITY OF DAYTON, OHIO

AD # 9/4 & 9/10

INVITATION FOR BID  
**IFB No. 15065N**

**Purchasing Division  
Room 514, CITY HALL  
P.O. Box 22  
DAYTON, OHIO 45401**

## **Various Motor & Pump Repair Services**

**For Further Information Contact:**

Nicole Fox  
Room 514, CITY HALL  
101 W. Third St.  
Dayton OH 45402  
Phone No. 937-333-4030  
Fax No. 937-234-1600

Date September 4, 2015

**Peter M. Hager**  
Purchasing Agent

SEALED BIDS MUST BE RECEIVED IN THE PURCHASING DIVISION OFFICE, ROOM 514 NO LATER THAN: **2:00 P.M. local (Dayton OH) time on September 23, 2015**

User Agency: Various  
Req Number(s): Various

**Your sealed written bid is requested for the following:**

To establish a firm Price Agreement for Various Motor & Pump Repair Services with firm pricing through September 30, 2016 with a possible option to renew, at the City of Dayton's discretion, firm pricing for two (2) additional 12-month period from October 1, 2016 through September 30, 2018.

**All Vendors must submit a current copy of their W-9 with the Bid. If you have not registered with the City of Dayton, please complete and submit your complete Vendor Application form. Forms must be on file with the City of Dayton before any Purchase Order or contract can be awarded with your company.**

**Forms and a copy of this bid may be found on the City of Dayton's website at: [www.daytonohio.gov/bid](http://www.daytonohio.gov/bid).**

For additional information on this IFB, please contact the Division of Purchasing, Nicole Fox at (937) 333-4041.

**Submit one (1) signed original and **five (5) copies** of bid.**

**BIDDER IS REQUESTED TO USE THE CITY'S BID FORM ENCLOSED AS NONE OTHER WILL BE ACCEPTED.**

LEGIBLE INFORMATION MUST BE GIVEN IN THE SPACES PROVIDED.

A copy of the Bid Tabulation may be obtained by contacting the Purchasing office.

All federal, state, and local laws regarding competitive bidding, anti competitive practices, and conflict of interest shall be applicable to this I.F.B.

Bids are to include all shipping costs to the point of delivery as indicated above.

The City of Dayton is exempt from payment of federal excise taxes and state retail sales taxes (Ohio Vendor's License No. 57-15847).

Multi-year orders are valid only if funds are available in succeeding years.

State Manufacturer and Model No. of items you are bidding and send DESCRIPTIVE LITERATURE on same with your bid. Any brand names on our bid form are to establish quality levels and do not indicate preference.

The City of Dayton reserves the right to reject any or all bids, to waive any irregularities in a bid, or to accept the bid or bids which in the judgment of proper officials, is to the best interest of the City.

The City of Dayton reserves the right to accept a part or parts of a bid unless otherwise restricted in the bid.. If you are not in a position to quote, advise to this effect so we may keep your name on our active bid list. We are not permitted to accept telephone bids or Fax bids.

BIDDER'S PLEASE NOTE: Your signed equal opportunity "Affirmative Action Assurance" form (available at Human Relations Council, 371 W. Second St., Suite 100, Dayton, Ohio 45402--Phone No. 937-333-1403) must be on file with the City of Dayton before an order or contract can be issued.

Please complete and return promptly to the Human Relations Council.

# BID TO THE CITY OF DAYTON, OHIO

PURCHASING DIVISION

FAX NO. (937) 234-1600

E-Mail to: [Nicole.fox@daytonohio.gov](mailto:Nicole.fox@daytonohio.gov)

Date: \_\_\_\_\_

Buyer: Nicole Fox Voice (937) 333-4041

I.F.B. No. 15065N

**Note: FOB Destination; all prices bid to the City shall include all fees of transportation including inside delivery.**

ITEM NO.	QTY.	DESCRIPTION	UNIT PRICE	UNIT BID	EXTENSION
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## VARIOUS MOTOR REPAIR SERVICES

This bid is to establish a Price Agreement for motor and pump repair services with firm pricing through September 30, 2016, with a possible option to renew for two (2) additional 12-month periods from 10/1/2016 through 9/30/2018 at the sole discretion of the City of Dayton ("City").

The repair services may include, but not limited to, disassembly, diagnostic inspection, repair, rebuild and testing as required or requested, and other related items.

This Bid may be utilized by any City of Dayton ("City") Departments or Divisions. Purchase orders may be issued to multiple vendors to assure availability of services when required.

- Cost proposals complete with recommendations, labor, material costs, freight or delivery charges shall be submitted to the City prior to any repairs.
- No work shall commence without prior approval of the City.
- No repair work shall be subcontracted without prior approval of the City.

After Price Agreements have been approved, purchase orders will be issued or amended at various times during the year in accordance with the needs of the using Divisions. Purchase orders may be issued to multiple vendors to assure availability of supply and to minimize travel time. City PCards (MasterCard) may be utilized in addition to purchase orders. **The City of Dayton is using P-Cards (MasterCard) for many low dollar purchases based on any Price Agreement(s) in effect – please bid accordingly. Do you accept MasterCard Credit Cards? YES [ ] NO [ ]**

**Bidder shall provide all product Summary and Specifications related to product(s) and Manufacturer's Warranty listed below with your company's bid response.**

**BIDDER IS REQUESTED TO USE THE CITY'S BID FORM ENCLOSED AS NONE OTHER WILL BE ACCEPTED.**

THE UNDERSIGNED HEREBY CERTIFIES THAT ITEMS FURNISHED AS A RESULT OF THIS BID WILL BE IN FULL ACCORDANCE WITH THE CITY OF DAYTON SPECIFICATIONS APPLYING THERETO UNLESS EXCEPTIONS ARE STATED ABOVE.

**"I certify the bidding entity complies with City of Dayton Ordinance #30829-09 and the City's Revised Code of General Ordinances Section 35.70 through 35.74 regarding Living Wages." [ ] YES [ ] NO**

All delivery costs are included in this quotation regardless of F.O.B. designation.

Cash Discount Allowed: \_\_\_\_\_ % 10th Proximo.  
Leave blank if your terms are Net 30 Days.

Delivery will be made within \_\_\_\_\_ calendar days after receipt of order.

Prices quoted will remain firm for acceptance with-in 120 calendar days after bid opening unless otherwise stated.

Bidding Company \_\_\_\_\_

Address : \_\_\_\_\_

City

State

Zip Code

**Email address to send Purchase Order to:**

By: \_\_\_\_\_  
(Please Print or Type) Name and Title

Signature: \_\_\_\_\_

Phone No. \_\_\_\_\_ /FED. ID# \_\_\_\_\_

Fax No. \_\_\_\_\_

# BID TO THE CITY OF DAYTON, OHIO

PURCHASING DIVISION

FAX NO. (937) 234-1600

E-Mail to: [Nicole.fox@daytonohio.gov](mailto:Nicole.fox@daytonohio.gov)

Date: \_\_\_\_\_

Buyer: Nicole Fox Voice (937) 333-4041

I.F.B. No. 15065N

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ITEM NO.	QTY.	DESCRIPTION	UNIT PRICE	UNIT BID	EXTENSION
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## MUNICIPAL WATER MOTOR REPAIR SERVICES

**(Per the Division of Water Supply and Treatment Specifications attached)**

The following items are for the repair and/or rebuild services requested for the Division of Water Supply and Treatment. Prices are to include all labor, equipment, materials, supplies, etc. needed to repair municipal water motors per included specifications.

1. Labor Cost – For disassembly, diagnostic inspection, repair, rebuild and testing \$\_\_\_\_\_ / per hour
2. Labor Cost – For Emergency work \$\_\_\_\_\_ / per hour
3. Repair report \$\_\_\_\_\_ / each
4. Shop labor, machining, sandblasting, etc. \$\_\_\_\_\_ / per hour
5. Field Start-up Services \$\_\_\_\_\_ / per hour

The City of Dayton shall receive an across the board discount of \_\_\_\_\_% off list pricing for new parts and related supplies not listed herein.

*Should there be different discount percentages for different manufacturers, please list all discounts with manufacturer name on a separate sheet and include it with IFB No. 15065N bid response(s).*

Shipping/Freight Policy with rate schedule – Shipping Charges shall be FOB Destination and prepaid and added to invoice

Rate schedule included with bid response: YES ☐ NO ☐

Brochure describing service capabilities and location(s) of service facilities included with this bid response: YES ☐ NO ☐

- Price shall remain firm for the period through September 30, 2016.
- Option to renew any resulting price agreement at the same rates, terms, and conditions for additional 12-month period (from October 1, 2016 through September 30, 2017) at the City's discretion?  
Yes ☐ or  
No ☐ If no, state maximum percent of increase (**based on pricing as of first year of bid**) to retain this option is \_\_\_\_\_%.
- Option to renew any resulting price agreement at the same rates, terms, and conditions for additional 12-month period (from October 1, 2017 through September 30, 2018) at the City's discretion?  
Yes ☐ or  
No ☐ If no, state maximum percent of increase (**based on pricing as of first year of bid**) to retain this option is \_\_\_\_\_%.

Bidding Company: \_\_\_\_\_

# BID TO THE CITY OF DAYTON, OHIO

PURCHASING DIVISION

FAX NO. (937) 234-1600

E-Mail to: [Nicole.fox@daytonohio.gov](mailto:Nicole.fox@daytonohio.gov)

Date: \_\_\_\_\_

Buyer: Nicole Fox Voice (937) 333-4041

I.F.B. No. 15065N

**Note: FOB Destination; all prices bid to the City shall include all fees of transportation including inside delivery.**

ITEM NO.	DESCRIPTION	PRICE
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## ELECTRIC MOTOR AND PUMP REPAIR SERVICES

### Dayton International Airport

The following items are for the repair and/or rebuild services requested for the Dayton International Airport. The listed motors/pumps are to be considered a minimum and not inclusive of all requirements. Tungsten seals need to be used when applicable while rebuilding pumps.

- |     |  |                    |
|-----|--|--------------------|
| 6.  | Labor cost – For disassembly, diagnostic inspection, repair, rebuild and testing               | \$_____ / per hour |
| 7.  | Labor Cost – For Emergency work  | \$_____ / per hour |
| 8.  | Submerge 15 HP pump, 3 phase 480 Volt<br>Estimated time to complete: _____ / hour              | \$_____ / each     |
| 9.  | Lift 25 HP pump/motor 3 phase 208 Volt<br>Estimated time to complete: _____ / hour             | \$_____ / each     |
| 10. | Submerge 7.5 HP pump/motor 3 phase<br>480/208 Volt<br>Estimated time to complete: _____ / hour | \$_____ / each     |
| 11. | Lift 7.5 HP pump/motor 3 phase 208 Volt<br>Estimated time to complete: _____ / hour            | \$_____ / each     |
| 12. | Submerge 25 HP pump/motor 3 phase 480 Volt<br>Estimated time to complete: _____ / hour         | \$_____ / each     |

The City of Dayton shall receive an across the board discount of \_\_\_\_\_% off list pricing for new parts and related supplies not listed herein.

*Should there be different discount percentages for different manufacturers, please list all discounts with manufacturer name on a separate sheet and include it with IFB No. 15065N bid response(s).*

- Price shall remain firm for the period through September 30, 2016.
- Option to renew any resulting price agreement at the same rates, terms, and conditions for additional 12-month period (from October 1, 2016 through September 30, 2017) at the City's discretion?  
Yes [ ] or  
No [ ] If no, state maximum percent of increase (**based on pricing as of first year of bid**) to retain this option is \_\_\_\_\_%.
- Option to renew any resulting price agreement at the same rates, terms, and conditions for additional 12-month period (from October 1, 2017 through September 30, 2018) at the City's discretion?  
Yes [ ] or  
No [ ] If no, state maximum percent of increase (**based on pricing as of first year of bid**) to retain this option is \_\_\_\_\_%.

Bidding Company: \_\_\_\_\_

# BID TO THE CITY OF DAYTON, OHIO

PURCHASING DIVISION

FAX NO. (937) 234-1600

E-Mail to: [Nicole.fox@daytonohio.gov](mailto:Nicole.fox@daytonohio.gov)

Date: \_\_\_\_\_

Buyer: Nicole Fox Voice (937) 333-4041

I.F.B. No. 15065N

**Note: FOB Destination; all prices bid to the City shall include all fees of transportation including inside delivery.**

ITEM NO.	DESCRIPTION	PRICE
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## **MOTOR AND PUMP REPAIR SERVICES**

### **Division of Facilities Management**

The following items are for the repair and/or rebuild services requested for the Division of Facilities Management. The listed motors/pumps are to be considered a minimum and not inclusive of all requirements. Repairs may be required for pump and/or motors, to include but not limited to, manufacturer brands B&G, Armstrong, Grundfos, and Griswald.

- |     |  |                    |
|-----|--|--------------------|
| 13. | Labor cost – For disassembly, diagnostic inspection, repair, rebuild and testing | \$_____ / per hour |
| 14. | Labor Cost – For Emergency work  | \$_____ / per hour |
| 15. | Installation Services  | \$_____ / per hour |

#### **B & G Series 100**

Services to replace:

- |     |  |                |
|-----|--|----------------|
| 16. | Pump Seal<br>Estimated time to complete: _____ / hour              | \$_____ / each |
| 17. | Pump Motor<br>Estimated time to complete: _____ / hour             | \$_____ / each |
| 18. | Bearing Assembly<br>Estimated time to complete: _____ / hour       | \$_____ / each |
| 19. | Bearing Assembly<br>Estimated time to complete: _____ / hour       | \$_____ / each |
| 20. | Large Base Mount Pumps<br>Estimated time to complete: _____ / hour | \$_____ / each |

#### **B & G Series 80**

Services to replace:

- |     |  |                |
|-----|--|----------------|
| 21. | Pump Seal<br>Estimated time to complete: _____ / hour              | \$_____ / each |
| 22. | Pump Motor<br>Estimated time to complete: _____ / hour             | \$_____ / each |
| 23. | Large Base Mount Pumps<br>Estimated time to complete: _____ / hour | \$_____ / each |

Bidding Company: \_\_\_\_\_

# BID TO THE CITY OF DAYTON, OHIO

PURCHASING DIVISION

FAX NO. (937) 234-1600

E-Mail to: [Nicole.fox@daytonohio.gov](mailto:Nicole.fox@daytonohio.gov)

Date: \_\_\_\_\_

Buyer: Nicole Fox Voice (937) 333-4041

I.F.B. No. 15065N

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ITEM NO.	DESCRIPTION	PRICE
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## **MOTOR AND PUMP REPAIR SERVICES** **Division of Facilities Management (Con't)**

### **B & G Series 60**

Services to replace:

- |     |  |                |
|-----|--|----------------|
| 24. | Pump Seal<br>Estimated time to complete: _____ / hour              | \$_____ / each |
| 25. | Pump Motor<br>Estimated time to complete: _____ / hour             | \$_____ / each |
| 26. | Bearing Assembly<br>Estimated time to complete: _____ / hour       | \$_____ / each |
| 27. | Large Base Mount Pumps<br>Estimated time to complete: _____ / hour | \$_____ / each |

### **GRISWALD**

Services to replace:

Motor, seal and gasket replacement

- |     |   |                |
|-----|---|----------------|
| 28. | 5 HP Swimming Pool Pump<br>Estimated time to complete: _____ / hour   | \$_____ / each |
| 29. | 7 ½ HP Swimming Pool Pump<br>Estimated time to complete: _____ / hour | \$_____ / each |
| 30. | 10 HP Swimming Pool Pump<br>Estimated time to complete: _____ / hour  | \$_____ / each |
| 31. | 15 HP Swimming Pool Pump<br>Estimated time to complete: _____ / hour  | \$_____ / each |
| 32. | PICK UP AND DELIVERY RATE   | \$_____        |

The City of Dayton shall receive an across the board discount of \_\_\_\_\_% off list pricing for new parts and related supplies not listed herein.

*Should there be different discount percentages for different manufacturers, please list all discounts with manufacturer name on a separate sheet and include it with IFB No. 15065N bid response(s).*

Bidding Company: \_\_\_\_\_

**BID TO THE CITY OF DAYTON, OHIO**  
**PURCHASING DIVISION**  
**FAX NO. (937) 234-1600**  
**E-Mail to: [Nicole.fox@daytonohio.gov](mailto:Nicole.fox@daytonohio.gov)**

Date: \_\_\_\_\_ Buyer: Nicole Fox Voice (937) 333-4041 I.F.B. No. 15065N

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ITEM NO.	DESCRIPTION	PRICE
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**MOTOR AND PUMP REPAIR SERVICES**  
**Division of Facilities Management (Con't)**

- Price shall remain firm for the period through September 30, 2016.
- Option to renew any resulting price agreement at the same rates, terms, and conditions for additional 12-month period (from October 1, 2016 through September 30, 2017) at the City's discretion?  
Yes ☐ or  
No ☐ If no, state maximum percent of increase (**based on pricing as of first year of bid**) to retain this option is \_\_\_\_\_%.
- Option to renew any resulting price agreement at the same rates, terms, and conditions for additional 12-month period (from October 1, 2017 through September 30, 2018) at the City's discretion?  
Yes ☐ or  
No ☐ If no, state maximum percent of increase (**based on pricing as of first year of bid**) to retain this option is \_\_\_\_\_%.

**THE FOLLOWING INFORMATION SHALL BE ASSOCIATED WITH ALL ITEMS LISTED ABOVE.**

**WORK HOURS:** Bidder's normal work hours and Holiday schedule

Standard work hours – Please define: \_\_\_\_\_

Non-Standard work hours – Please define: \_\_\_\_\_

Week-end work hours – Please define: \_\_\_\_\_

Holidays (as designated by Bidder) – Please define: \_\_\_\_\_

(Bidder to provide annual Holiday list with bid response)

**EMERGENCY SERVICES:** The City may need immediate repairs to ensure the functionality of motors and/or pumps for City locations. Successful bidder(s) shall respond to emergency service calls within one (1) hour of notification by the City and repair services completed within 24 hours, if possible.

- Will your company be able to provide services required as a priority upon notification? YES ☐ NO ☐  
If yes, please provide company's contact person's name and telephone number:  
\_\_\_\_\_

- Emergency services – available for 24x7x365 service YES ☐ NO ☐  
If yes, please provide company's contact person's name and telephone number:  
\_\_\_\_\_

If no, please provide available times and company's contact person's name and telephone number.  
\_\_\_\_\_

Bidding Company: \_\_\_\_\_



**City of Dayton, Ohio**  
**Various Motor and Pump Repair Services**  
**Invitation For Bid ("IFB") No. 15065N**  
**REFERENCES FOR BIDDING COMPANY**

Name of Bidding Company: \_\_\_\_\_

**Names, addresses, and telephone numbers for at least three references presently or previously served by your firm for IFB No. 15065N. Do not use the City of Dayton as a reference.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_





**City of Dayton**  
Division of Water Supply and Treatment  
**SPECIFICATIONS FOR MOTOR REPAIR**

This is a request to establish a multiple year price agreement for the inspection, repair and rebuild of various motors. The motors are owned and maintained by the City of Dayton "City", Division of Water Supply and Treatment.

**BIDDER QUALIFICATIONS**

Bidder shall furnish statements of qualifications, experience, certifications and facilities to indicate their capacity to perform motor repair service up to a certain size and indicate the make, horsepower and models of the equipment the bidder is certified to repair.

Bidder shall provide references of at least (3) current customers complete with contact information.

A site visit to the bidders repair facility may be requested prior to award to ensure the facility and staff are capable of repairing large motors.

**Bidders shall not sub-contract any repair work without prior approval of the City of Dayton.**

**REPAIR SERVICES**

Motor types shall include hollow shaft turbine motors ranging from 1/4 HP-1,250 HP.

The City of Dayton will remove, reinstall and provide start-up services for all motors.

Bidder shall provide an estimate complete with recommendations, labor, material costs and approximate freight or delivery charges which shall be approved by the requestor, prior to servicing motors.

Repair shall include replacement, adjustment and/or overhaul of major and minor components.

All motors shall be painted back to original condition to include replacement of any bolts, packing, gaskets and o-rings.

Unless otherwise instructed by the requestor, all parts that are removed in the repair of the motor(s), must be returned with the motor(s).

Repair report shall be submitted with the invoice.

After repair is completed, the motor will be subject to inspection, by the City of Dayton. If the repair service is not properly performed, as judged by the City of Dayton, the corrective service shall be performed at the contractor's expense.

**WARRANTY**

Parts and labor shall be warranted for a minimum of six months from repair date.

**DELIVERY**

Bidder shall provide shipping or delivery between the City of Dayton facility and the service facility.

## TERMS AND CONDITIONS

1. **BILLING:** All goods or services must be billed to THE CITY OF DAYTON, OHIO and at prices not exceeding those stated on the Purchase Order. If prices or terms do not agree with quotation, notify the City of Dayton, Division of Purchasing, immediately.
2. **INVOICE:** All invoices must be in duplicate and must be forwarded to the City of Dayton at the address shown on the Purchase Order. Each Purchase Order must be invoiced separately. Invoices for partial shipments will be accepted; final invoice must indicate completion of order.
3. **CASH DISCOUNTS:** All cash discount terms will be effective from date of actual receipt and acceptance of the items purchased, or from receipt of correct and acceptable invoice, whichever is later.
4. **F.O.B.:** Destination (City of Dayton, Ohio) with delivery to the specified Department at the specified street address. **NO COLLECT FREIGHT SHIPMENTS WILL BE ACCEPTED.** All quotations are solicited won a delivered price basis. When, in rare instances, the City accepts a quotation not including all shipping charges, your claim for reimbursement must be itemized on the invoice and supported with a copy of the original freight bill.
5. **TAXES:** The City of Dayton is exempt from payment of Federal excise taxes and State retail sales taxes. The City of Dayton's Federal Exemption Certificate is No. 31-73-0546K and Ohio Vendor's License No. is 57-15847. The Vendor is responsible for all Social Security taxes and Workers' Compensation contributions for the Vendor or any of the Vendor's employees.
6. **DELIVERIES:** All deliveries on this order must be in full accordance with specifications, properly identified with the Purchase Order number, and must not exceed the quantities specified.
7. **CANCELLATION:** The City of Dayton reserves the right to cancel this order by written notice if the Vendor does not fulfill its contractual obligations with respect to timeliness and/or quality.
8. **DEFAULT PROVISIONS:** In case of default by the Vendor, the City of Dayton may procure the items from other sources, and the Vendor shall be responsible for any excess costs occasioned thereby.
9. **NO VERBAL AGREEMENTS:** The City of Dayton will be bound only by the terms and conditions of this order and will not be responsible for verbal agreements made by any other officer or employee of the City of Dayton.
10. **PATENT AND COPYRIGHT INFRINGEMENTS:** It is hereby understood that by acceptance of this order, the Vendor agrees to defend, indemnify, and save harmless the City of Dayton, Ohio, its officers, agents and employees from any and all loss, costs or expense on account of any claim, suit or judgment as a result of, caused by, or incidental to any patent, copyright or trademark infringement and/or royalty, actual or claimed, because of the use or disposition by said City of any article enumerate on this order and sold to said City pursuant to this order.
11. **APPLICABLE LAWS:** The Vendor warrants that the items and their production or completion shall not violate any federal, state or local laws, regulations or orders.
12. **INSPECTION:** The City of Dayton may inspect the items ordered hereunder during their manufacture, construction and/or preparation at reasonable times and shall have the right to inspect such items at the time of their delivery and/or completion.
13. **WARRANTY:** The Vendor warrants all items delivered hereunder to be free from defects of material or workmanship, to be of good quality, and to conform strictly to any specifications, drawings or samples which may have been specified or furnished by the City of Dayton, and the Vendor further warrants that the Vendor will have good title to the items free and clear of all liens and encumbrances and will transfer such title to the City of Dayton. Said warranties shall not negate or limit any implied warranties of merchantability or fitness. This warranty shall survive any inspection, delivery, acceptance or payment by the City of Dayton.
14. **RISK OF LOSS:** Title and risk of loss to and with respect to the items shall remain in the Vendor until the items in a completed state have been delivered to and accepted by the City of Dayton or to an agent or consignee duly designated by the City of Dayton at the location specified on the face hereof, items which are to be shipped shall be shipped F.O.B. destination unless otherwise specified by the City of Dayton. A packing slip must accompany each such shipment and if a shipment is to a consignee or an agent of the City of Dayton, a copy of the packing slip shall be forwarded concurrently to the City of Dayton. If no such packing slip is sent, the count or weight by the City of Dayton or its agent or consignee is agreed to be final and binding on the Vendor with respect to such shipment.
15. **SAVE HARMLESS:** The Vendor shall indemnify and hold the City of Dayton, its agents, consignees, employees, and representatives harmless from and against all expenses, damages, claims, suits, or liabilities (including attorney's fees of the City of Dayton) of every kind whatsoever by reason of, or in any way connected with accidents, occurrences, injuries or losses to or of any person or property which may occur before or after acceptance of the completed items by the City of Dayton upon or about or in any way due to or resulting from, in whole or in part, the preparation, manufacture, construction, completion, and/or delivery of the items, including such as are caused by a subcontractor of the Vendor and excluding only such as are caused by the negligence of the City of Dayton other than where the City of Dayton's negligence consists of its failure to discover a condition caused or permitted to exist by the Vendor or any subcontractor.
16. **INSURANCE:** If requested by the City of Dayton, the Vendor shall maintain policies of liability insurance of such types and such amounts and with such companies as may be designated by the City of Dayton, which policies shall be written so as to protect the City of Dayton and the Vendor from the risks enumerated in Section 15. Such policies of insurance shall not be cancellable except upon thirty (30) days written notice to the City of Dayton and proof of such insurance shall be furnished by the Vendor to the City of Dayton. In addition, such policies shall protect all subcontractors of the Vendor. The Vendor agrees to make prompt written report to the insurance company involved of all accidents, occurrences, injuries or losses which may occur and of any and all claims made against the persons insured under said policies.
17. **SPECIFICATIONS CONFIDENTIAL:** Any specifications, drawing, notes, instructions, engineering notices or technical data referred to in this Purchase Order shall be deemed to be incorporated herein by reference the same as if fully set forth. The City of Dayton shall at all times retain title to all such documents and the Vendor shall not disclose such to any party other than the City of Dayton or a party duly authorized by the City of Dayton. Upon the City of Dayton's request or upon completion and delivery of the items the Vendor shall promptly return all such documents to the City of Dayton.
18. **EXAMINATION OF PREMISES:** If work is to be performed hereunder on the premises of the City of Dayton, the Vendor represents that it has examined the premises and any specifications or other documents furnished in connection with the items and that it has satisfied itself as to the condition of the premises and site and agrees that no allowance shall be made in respect of any error as to such on the part of the Vendor.
19. **CLEANING OF PREMISES:** If work is to be performed hereunder on the premises of the City of Dayton, the Vendor shall at all times keep the premises free from accumulation of waste material or rubbish. At the completion of the items the Vendor shall leave the premises and the items broom-clean.
20. **EQUAL EMPLOYMENT OPPORTUNITY, R.C.G.O. Sec. 35.14:** (a) The Vendor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status, or handicap with respect to employment, upgrading, promotion or transfer, recruitment or recruitment advertising, lay-off, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. (b) It is expressly agreed and understood by Vendor that R.C.G.O. Sec. 35.14 constitutes a material condition of this contract as fully as if specifically rewritten herein and that failure to comply therewith shall constitute a breach thereof entitling the City to terminate the contract at its option.
21. **AGREEMENT TO BE EXCLUSIVE:** This Purchase Order contains the entire agreement between the parties and supersedes all other agreements between them. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this Purchase Order or any representation inducing the execution and delivery of this Purchase Order except such representations as are specifically set forth herein, and each party acknowledges that it has relied on these representations in connection with its dealings with the other.
22. **GOVERNING LAW:** This Purchase Order, the performance under it, and all suits and special proceedings under it shall be construed in accordance with the laws of the State of Ohio. In any action, special proceeding or other proceeding that may be brought arising out of, in connection with, or by reason of this Purchase Order, the laws of the State of Ohio shall be applicable and shall govern to the exclusion of the laws of any other forum, without regard to the jurisdiction in which the action or special proceeding may be heard.
23. **ADDITIONAL RIGHTS:** Any rights or remedies granted to the City of Dayton in any part of this Purchase Order shall not be exclusive of, but shall be in addition to, any other rights or remedies granted in another part of this Purchase Order and any other rights or remedies that the City of Dayton may have at law or in equity in any such instance.
24. **PRODUCT MANUFACTURE LABOR STANDARDS:** Products and services provided for in this Purchase Order cannot be produced under "Sweatshop" Conditions as defined in Informal Resolution No. 301-97 as adopted by the Commission of the City of Dayton. The City of Dayton encourages vendors, contractors, Enterprise Zone employers and other organization doing business with the City of Dayton to use their best efforts to pay a living wage to their employees in accordance with Informal Resolution No. 321-98 as adopted by the Commission of the City of Dayton.
25. **CONTRACTOR:** Contractor acknowledges its employees are not public employees for purpose for Ohio Public Employees Retirement System ("OPERS") membership.

## AFFIRMATIVE ACTION ASSURANCE

NOTE: Prior to any award on this bid the vendor(s) must have a current Affirmative Action Assurance Form on file and approved by the City of Dayton Human Relations Council.

If you have a current approval, please enclose a copy with your bid.

If you do not have a current approval, or are not sure if you do, please contact the Human Relations Council at 937/333-1403.

If you are notified by the City of Dayton that your company does not have a current "AAA" approval, you will have five (5) working days to obtain the approval. Failure to obtain this approval within five (5) working days may be cause for rejection of your bid(s).

**CITY OF DAYTON, OHIO  
PROCUREMENT ENHANCEMENT PROGRAM (PEP) PREFERENCE FORM**

Ordinance #31023-10 (hereinafter referred to as 'the Ordinance') passed by the Dayton City Commission provides for a Dayton Local Business and MBE, WBE or SBE Bidder Preferences for Goods and Services purchased by the City of Dayton as defined in section 35.42 of the Revised Code of General Ordinance (R.C.G.O.). Excerpts of the ordinance are provided for your information.

The rules and regulations adopted by the City for the administration of this ordinance require that bidders claiming Preference complete this form for each bid.

Failure to properly complete and return this form may result in not being qualified to receive preference under the Ordinance.

**If I am a:**    **1. Local and certified MBE, WBE or SBE 10%**  
                  **or 2. Local and not certified MBE, WBE or SBE 5%**  
                  **or 3. Certified and not local 5%**

**If my bid is within the above percentage of the lowest bid submitted, I agree to reduce my bid to match the lowest bid**

**Check one**    ☐ **Yes**        ☐ **No**        ☐ **Please contact me**

**PREFERENCE CLAIMED** - check one or both    ☐ **Dayton Local Bus.**    ☐ **Certified MBE, WBE, or SBE**

**NOTE** if claiming local preference, the business location must meet the definition of a Dayton Local Business.

**NOTE** if claiming Certified M/W/SBE preference, the business must submit a current copy of the City of Dayton HRC certification letter with the bid.

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

FEDERAL I.D. NO.: \_\_\_\_\_

If incorporated. If a sole proprietorship, use Social Security number of owner.

**I. TESTIMONY AND AUTHORIZATION**

The undersigned, on behalf of the aforementioned business concern, hereby authorizes the City of Dayton Department of Finance, Division of Taxation to provide proof of situs pursuant to the Ordinance (#31023-10), to the city of Dayton Division of Purchasing. In so doing, I authorize the Division of Taxation to disclose such records as may be necessary to establish qualifications for local preference as required by the Ordinance or any subsequent rules and regulations adopted in the administration of the Ordinance. I, on behalf of the aforementioned business concern, hereby release the City of Dayton and its officers, employees, or agents from any and all liability for the disclosure of any information establishing these qualifications. If applying as a Dayton Local Business, I attest to the fact that the business is physically located within the corporate limits and boundaries of the City of Dayton, Ohio. By affixing my signature to this form, I also attest that I am a duly authorized agent of the aforementioned business concern.

\_\_\_\_\_  
Type or Print Agent Name

\_\_\_\_\_  
Agent Signature and Date

## **Excerpts from ORDINANCE #31023-10**

### **Establishing a Dayton Local Business and MBE, WBE or SBE Bidder Preferences for Goods and Services**

#### **Section 1. Definitions**

- (a) **“Dayton Local Business”** hereafter called City Bidder, is a business as defined in Section 35.35 of the Revised Code of General Ordinances (R.C.G.O.) who is a business located within the corporate limits of the City that has filed or paid a payroll or earnings tax in the most recent calendar quarter and is a taxpayer in good standing with the City of Dayton.
- (b) **“Minority Business Enterprise (MBE)” or “Women Business Enterprise (WBE)” or “Small Business Enterprise (SBE)”** as certified through the City’s Human Relations Council and as defined by 35.35 of the R.C.G.O.
- (c) **“Goods”** All things, including specially manufactured goods, which are movable at the time of identification to the contract for sale, other than the money in which the price is to be paid, investment securities and things in action, and excluding land or a permanent interest in land
- (d) **“Services”** Those services within the scope of the practices included within professional services and general services.

#### **Section 2. Intent**

The intent is to expand the City’s ability to provide a revenue neutral program, while allowing flexibility in the award process to include and prefer those companies qualified for the preference. In order to receive the preference, the business must be within the stated percentage and willing to reduce their bid.

Preferences will be given in the following order:

Step 1) 10% preference for a business that is local AND certified,

Step 2) If no business meets the above criteria, THEN a 5% preference for a non-certified local business may be granted,

Step 3) If no business meets either of the above criteria, THEN a 5% preference for a non-local certified business may be given.

#### **Section 3. Applying Local & Certified Preference Example**

Bid Responses:

Bidder A: Not a certified and not a Dayton local business bids: \$100

Bidder B: Certified (MBE, WBE, or SBE) and Dayton Local Business bids: \$110

Bidder C: Not certified but is a Dayton Local HUB Zone Business bids: \$105

Bidder D: Not certified, but is a Dayton Local Business (non HUB) bids: \$105

Bidder E: Certified, but is not a Dayton Local Business bids: \$104

In step one, Purchasing would first contact Bidder B a Dayton Local & Certified Business (since they are within 10% of the low bid), to determine if they would be willing to match the price of the low bid. If “Yes”, then Bidder B is awarded the contract at \$100, if “No”, Purchasing would move onto the next criterion.

In step two, we have a tie between two Dayton local businesses (Bidder C and Bidder D), who are both within 5% of the low bid. The tie would be broken in favor of the Dayton Local business that is a qualified Dayton HUB Zone business. Purchasing would contact Bidder C to determine if they would be willing to match the price of the low bid. If “Yes”, then Bidder C is awarded the contract at \$100, if “No”, Purchasing would move onto the other Dayton Local business, Bidder D. Again Purchasing would contact Bidder D to determine if they would be willing to match the price of the low bid. If “Yes”, then Bidder D is awarded the contract at \$100, if “No”, Purchasing would move onto the next Criterion.

For step three, we have Bidder E who is certified through the City of Dayton as an MBE, WBE or SBE and within 5% of the low bidder, but is not a Dayton Local Business. Purchasing would contact Bidder E to determine if they would be willing to match the price of the low bid. If “Yes”, then Bidder E is awarded the contract at \$100, if “No”, Purchasing would have exhausted all possible preferences and would award to Bidder A the low bid of \$100.

#### **Section 4. Ties**

When ranking qualifying businesses, In the event of a tie between two (2) or more Dayton Local Business bidders that are certified MBE, WBE or SBEs, ties will be broken through a lottery method until the winner remains. In the event the event of a tie between two Dayton Local Businesses, the tie shall be broken in favor of a Dayton Local Business that is also SBA HUBZone Certified. In the event of a tie between two (2) or more certified MBE, WBE or SBE bidders, ties will be broken through a lottery method until the winner remains.

#### **Section 5. City Manager Authorization**

The City Manager or designee may promulgate rules and regulations to implement this ordinance provided they are not inconsistent with the expressed provisions of this ordinance.

#### **Section 6. Severability**

This ordinance may be subject to the application of the laws of the State of Ohio or the United States of America, which may preempt all, or a portion of this ordinance.

#### **Section 7. Expiration**

Pending City Commission approval this ordinance shall expire September 29, 2020.

PRODUCT MANUFACTURE LABOR STANDARDS  
VENDOR COMPLIANCE FORM

By informal resolution 301-97, the City of Dayton is prohibited from purchasing, leasing, renting or taking on consignment goods for use or for resale by the City which were produced under sweatshop conditions.

The City of Dayton requests the following information concerning the products you intend to provide to the City as a result of this bid. This information will allow us to determine your products' compliance with the standards outlined in informal resolutions 301-97.

We require that you make a good faith effort to ascertain the following about the factories which manufacture the products you intend to supply to the City and that you make information available to us for our verification of your claims.

- A. Child Labor. The factory or producer does not employ anybody younger than the legal age as established by the jurisdiction in which such factory or producer is located for children to work or participate in the production.
- B. Forced Labor. The factory or producer does not use forced labor of any kind-prison labor, indentured labor or bonded labor. However, goods produced by prisoners and/or patients as part of a formal rehabilitation or treatment program shall not be considered "forced labor" under the terms of this section.
- C. Wages and Benefits. The factory or producer pays and/or provides at least the minimum wages and/or benefits as required by law in the jurisdiction in which the factory or producer is located.
- D. Hours of Work. Employees are not required to work more hours than the maximum allowed by law for the jurisdiction in which the factory or producer is located.
- E. Worker Rights. The factory or producer makes available to its employees such rights and procedures as required by law for the jurisdiction in which the factory or producer is located.
- F. Health and Safety. The factory or producer provides at least the minimum safe and healthy working environment as required by law for the jurisdiction in which the factory or producer is located.
- G. Notice to Employees. The factory or producer provides any and all applicable notices to its workers as required by law for the jurisdiction in which the factory or producer is located.

This compliance form must be submitted with your bid. If at any time your products are found to be out of compliance with these standards, or if you refuse to provide information to the City for our verification of compliance, the City reserves the right to terminate contracts for those products.

City of Dayton Ref. No.: \_\_\_\_\_

Bidding Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature/Title: \_\_\_\_\_

Federal I.D.#: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_